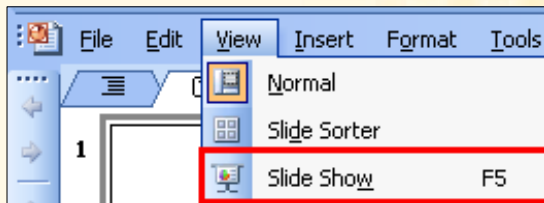




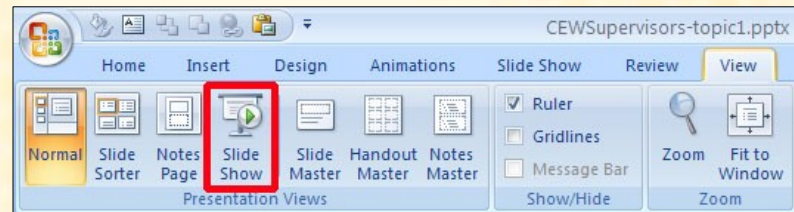
Instructions

This PowerPoint orientation module is designed to be taken as an interactive, standalone slide show. Click **View>Slide Show** (see screen captures below) if you are not already in Slide Show mode. You are not in Slide Show mode if you see the PowerPoint menu bar and toolbar at the top of the screen.

PowerPoint 2003



PowerPoint 2007



In Slide Show mode, click any of the navigation buttons below for a

Exit. Takes you out of Slide Show mode to Normal view. From here, you can close the presentation or open another topic file. <i>Click anywhere in this box to close</i>	Home. Returns you to the Home screen. <i>Click anywhere in this box to close</i>	About. Provides information about the presentation. <i>Click anywhere in this box to close</i>	Search. Allows you to search for topics within the presentation. <i>Click anywhere in this box to close</i>	Resources. Provides links to related resources. <i>Click anywhere in this box to close</i>	Suggestions. Provides suggestions for related topics. <i>Click anywhere in this box to close</i>	Print. Allows you to print the presentation. <i>Click anywhere in this box to close</i>	Back. Returns you to the previous screen. <i>Click anywhere in this box to close</i>	Next. Goes to the next screen in sequence within the topic file. On the last screen of a topic, it instructs you to choose another topic. <i>Click anywhere in this box to close</i>
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Topic 2: Expectations of CEW Supervisors

What Are the Keys to My Role as a Supervisor?

The specifics of your role are covered in later topics of this orientation module. However you fulfill these specifics, there are certain key themes that are important for you to understand at the outset:



Supervisors of CEW volunteers at their home station maintain their supervisory status over the CEW volunteers while deployed. This includes all personnel matters.

Supervisors (usually military personnel) of CEW volunteers at their theater location are responsible for tasking and assigning work, not you.



Resources are available to assist you in carrying out your supervisory responsibility to support your CEW volunteer(s). You will encounter them throughout this orientation module (click the [Resources button](#) to access them). Component staff (including HR Specialists) have been designated by [P&R](#) to support you throughout the process.

Most importantly, participation as a CEW volunteer is a personal sacrifice and important service to our country. It is your responsibility to treat them with a high level of attention and care, commensurate with their sacrifice and commitment to the DoD and nation's mission. You need to value and respect their service, and recognize it as a significant career enhancement for them. It reflects well on you to supervise them successfully with such a high level of service.



Click the keys to see what your key roles are.





Topic 2: Expectations of CEW Supervisors

Will It Create Extra Work or Cost for My Organization?

Participation of an employee as a CEW volunteer should not pose any undue burden on you, their supervisor, but should be treated as having an employee serving in a different geographical area. [P&R](#) has directed that components designate HR Specialists to support the CEW program. [help you](#) Don't forget that they are available to

Your organization will continue to pay the volunteer's salary. However, Overseas Contingency Operations (OCO) funds can be used for paying the salary of the person backfilling the position at home station organization, so there should be no extra cost to you (a later screen in this topic covers the details). Have your budget office contact the OSD Comptroller's office to find out how to get OCO funds.

Above all, P&R, through the CEW program office, is committed to minimizing any extra costs or work for you. You should contact them by [email](#) or phone (877.873.0956) as soon as you have an issue.



Contact the CEW program office by [email](#) or phone (877.873.0956) to find out who is designated by your component to help you.

Click anywhere in this box to close





Topic 2: Expectations of CEW Supervisors

Is There Anything In It for Me?

Participation as a CEW volunteer is a service to our country above and beyond the call of duty. This service confers honor and prestige not only on the volunteers, **but on you the supervisor**, by virtue of your direct participation in supporting volunteers. How well the CEW volunteers do is a function of how well you support them and their families. Both of you will be recognized by the Department for your service in this important mission.





Topic 2: Expectations of CEW Supervisors

How Replacing a CEW Employee Benefit Me?

There are possible benefits to your organization for temporarily replacing CEW volunteer positions in your home station organization. These include:

- [Employee development](#)
- [Interdisciplinary input](#)
- [Interagency cooperation](#)
- [Succession planning](#)
- [Re-employed annuitants](#)
- [Vertical/horizontal integration](#)

Detailing an employee into that position temporarily in order to develop his or her skills. For instance, to replace a volunteer who is a financial analyst, you might substitute a purchasing agent who you would like to develop as a financial analyst.

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similar grade, level, or responsibility within the same local organization.



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Topic 2: Expectations of CEW Supervisors

How Should I Handle a Request to Serve?

P&R set forth guidance in a Feb 12, 2008 memo that requires you to fully support any civilian employee requests. This means expeditiously releasing employees for CEW service. In cases where you feel you are unable to support an employee's request due to a significant impact on the mission of his or her home unit, your denial of a request will be reviewed and adjudicated by the Office of the Deputy Under Secretary of Defense for Civilian Personnel Policy (ODUSD CPP) (hereinafter referred to as "CPP"). You must send it for review within 30 days of this denial.



There can be no negative consequences for the employee because of their expression of interest in serving as a volunteer. This includes threats or denial of rights to return to pre-deployment positions, promotions, training opportunities, or other career enhancing opportunities.



You must grant volunteers the right to return to the position they held prior to deployment, or a position of similar grade, level, or responsibility within the same local organization.





Topic 2: Expectations of CEW Supervisors

What If I Have Concerns About the Employee?

There may be situations where you do not feel you have enough grounds to deny a request, but you may have some concerns about the qualifications and suitability of the employee. These may not be issues in the employee's home station environment, thus are not reflected on their performance appraisal, but could become issues for them in a theater location.

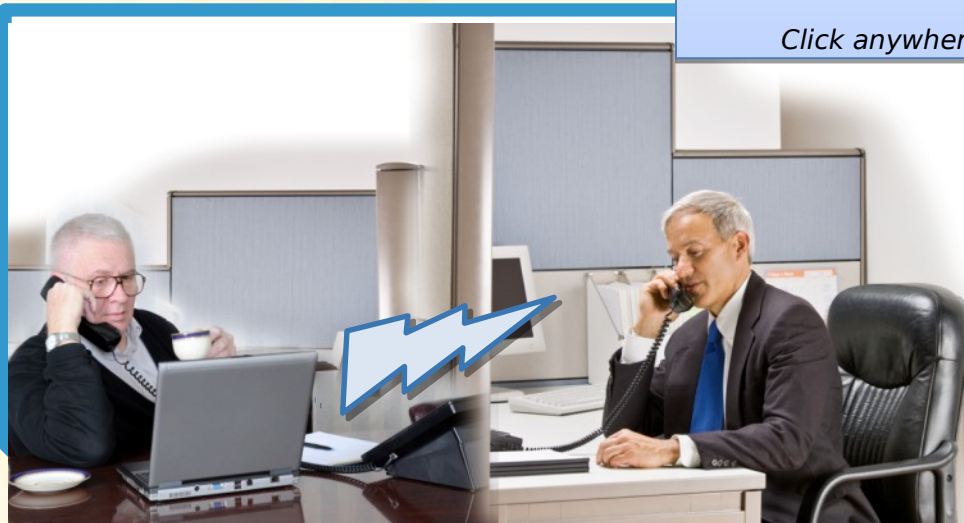
For example:



It is important that you convey your concerns to CPP and discuss these with them. If you understand that there are legitimate reasons for wanting to discuss them or outright denying a request is approved, CEW staff and the theater will be better prepared to handle the input.

- A family situation that would strain the employee and his or her family
- Counterproductive attitudes and beliefs (for example, religious beliefs) regarding the cultural environment or people where they will be deployed

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Topic 2: Expectations of CEW Supervisors

Do Volunteers Get Their Job Back When They Return?

[What is the policy?](#)

Recall the policy stated earlier in this topic, then click the link to verify your answer.

DoD civilian employees serving on permanent appointments in the competitive or excepted service are not required to resign for permanent appointments and they are not required to convert to temporary or term appointments in order to accept the deployment opportunity for which they have been selected.

You must grant volunteers the right to return to the positions they held prior to their deployment or a position of similar grade, level, and responsibility within the same local organization, regardless of the length of deployment.

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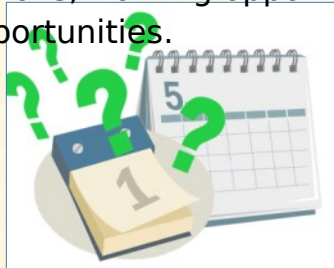
Topic 2: Expectations of CEW Supervisors

How Must I Treat CEW Service Upon the Volunteer's Return?

CEW service must be considered favorably when employees compete for advancement opportunities when they return.

You cannot retaliate in any way because of their service. This includes threats or denial of rights to return to pre-deployment positions, promotions, training opportunities, or other career enhancing opportunities.

How long are deployments?



The majority of individual deployment tours are between six months and one year in length, and a minimum 90-day period of reintegration (typically referred to as "dwell time") between deployments is required.

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Michelle Holmes, CEW volunteer working as secretary to Brig. Gen. Jeffrey Smith, types out a document.



Topic 2: Expectations of CEW Supervisors

What are the Financial Implications for My Organization?

The Department wants to ensure that there is no lack of funds that limits the support for deployment of volunteers under the CEW program. Thus, incremental costs have been allocated as OCO expense.

Click the images at the right to see what these expenses cover.

If you are having any funding issues, you should have your budget office contact the DoD Comptroller's office promptly so the funding issue can be resolved.

As stated earlier, OCO funds may be used for temporary DoD civilian employee backfills to help you in covering your organizational requirements while your employees are deployed.

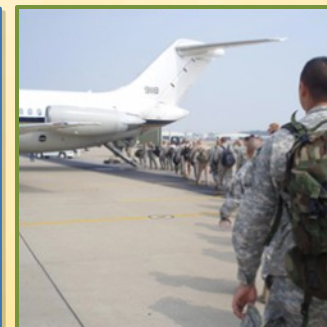
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Earnings Statement

Page 001 of 001
Period Begin/End: 09/04/2010 - 09/17/2010
Advice Date: 09/04/2010
Advice Number: 0000265704
Batch Number: 075709212010

Additional Deductions (cont.)	This Period	Year-to-Date
Medical	110.36	2096.84
Total Add. Ded.	1207.33	21286.22

**Premium
pays**



Transportation



This is the last screen in this topic. Click the Exit button to exit Slide Show Mode, then close the PowerPoint window. Return to the Topics Menu to launch the next topic.

